

District Judges

THOMAS J. PHILLIPS
(231) 922-4543

MICHAEL S. STEPKA
(231) 922-4579



STATE OF MICHIGAN
86th Judicial District Court
GRAND TRAVERSE • LEELANAU • ANTRIM COUNTIES

GRAND TRAVERSE COUNTY
280 Washington Street, STE. 121
Traverse City, Michigan 49684
(231) 922-4580
Fax (231) 922-4454
Probation Fax (231) 922-6889

LEE LANAU COUNTY
8527 E. Government Center Dr., STE. 201
Suttons Bay, Michigan 49682
(231) 256-8250
Fax (231) 256-8275

ANTRIM COUNTY
P.O. Box 597
Bellaire, Michigan 49615
(231) 533-6441
Fax (231) 533-6322
Probation (231) 533-6822

86th District Court

serving Grand Traverse, Antrim and Leelanau counties

Director of District Court Services

Court Administrator

\$55,536 – \$69,437

FLSA: Exempt

A primary function of the job is to manage the daily operations and planning for the District Court. Duties include managing all administrative operations of the court including supervising administrative staff (36.7 fte), budget management, information technology systems, courthouse security, contract management, and facilities maintenance. The preferred candidate must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations. This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle. May be required to work on-call.

The 86th District Court has two judges.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supervises designated staff, including overseeing work, hiring, training, disciplining, establishing, and evaluating appropriate performance standards in accordance with the District Court's objectives.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial

outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.

- Researches, writes, and manages grants, including monitoring grant expenditures and preparing grant reports.
- Manages and administers the courts automated software system to ensure compliance with applicable State court rules, ensuring the efficiency and consistency of data sharing with applicable counties.
- Oversees courthouse security, including authorizing key card access for staff and collaborating with other internal departments to resolve and mitigate potential security risks.
- Manages applicable contracts, which includes preparing RFPs, recommending and participating in the selection of vendors, monitoring contract compliance, and authorizing applicable payments.
- Oversees facilities maintenance activities associated with the court.
- Establishes priorities, monitors and evaluates the effectiveness and efficiency of court programs, and develops and implements plans to improve services.
- Works collaboratively with other courts, law enforcement agencies, as well as federal, state, and county government entities to research and resolve issues
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in social sciences, business administration, education, criminal justice or law.
- Four to six years progressively responsible directly related experience
- Master's degree in a related field may substitute for one year of experience

DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any,

guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems.

Please submit your cover letter and resume to:

Carol Stocking
Court Administrator
280 Washington Street
Traverse City MI 49684
cstockin@grandtraverse.org

DEADLINE: Tuesday, May 30, 2017